



Minneapolis Fire Department Implementation Action Plan

Rec. No.	Recommendation	Implementation steps	MFD Priority	Target Date	Person Responsible	Comments
	Priority 1 - Immediate Internal Safety	No recommendations Noted				
	Priority 2 - Legal and Financial Exposure					
1	Ensure all life safety rope is properly inventoried with its use tracked per NFPA 183	New Life safety rope has been purchased, inventoried and use tracked per NFPA 183 Standard.	Low	Completed	Training Division	New life rope was purchased and inventoried.
2	Ensure a system is developed to document annual confined space entries per OSHA 1910.146 for each employee expected to make confined space entries	All confined space entries either in rescue or training are documented in accordance with OSHA 1910.146.	Medium	Ongoing	Training Division	Ongoing per established policies and SPO's
3	Develop an in-house skills tracking mechanism for initial and continued training based on NFPA 1670/1006: Standard for Technical Rescuer Professional Qualifications	All MFD training is tracked and documented within MFD's internal Firehouse reporting system, in accordance with NFPA standard 1670/1006.	Low	Ongoing	Training Division	Ongoing per established policy and SOP's
4	Develop a basic water rescue training program to ensure all responders can function safely and effectively at water rescue incidents	In 2012 a 40 hour Boat Operators course was delivered in addition to a 4 hour ice rescue class and a 6 hour boat handling class was developed and implemented to personnel with water rescue capabilities.	Medium	Annual Ongoing	Training Division	Boat handling, Water and Ice rescue classes developed and initiated.
5	The department should ensure that all personnel are receiving the proper continuing education and training commensurate with their level of credentials	Department personnel receive ongoing training in accordance with regional and national adopted curriculum to insure compliance with required licensing standards.	High	Annual Ongoing	Training Division	MFD personnel are required to maintain an annual Minnesota FF licensing certification



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6	Continue to develop and employ a formal evaluation process to annually measure and verify competency of individuals and companies	MFD personnel receive annual performance appraisals completed by direct supervisors to include personal development plans.	High	Annual ongoing	Direct Supervisor	Performance appraisals are completed annually on each MFD employee
	Priority 3 - Corrects a Service Delivery Issue					
7	Store active PPE (turnout gear) in a separate, ventilated room rather than on the apparatus floor where it is exposed to vehicle exhaust	PPE is stored on the apparatus bay floors in ventilated lockers. All MFD apparatus are connected to an exhaust extraction system to minimize the effects of vehicle exhaust	High	Ongoing	Engineering Officer	
8	MFD should work with Hennepin County to ensure that patient information is shared both on scene and post-incident to improve continuity of care and quality improvement functions	Patient information is shared only in accordance with federal law to ensure patients confidentiality while maintaining the continuity of care we provide in our partnership with HCMC.	Low	Ongoing		
9	Develop a training plan that incorporates monthly skills training and quarterly scenario-based exercises	Skills training is presently included in our monthly training schedules in preparation for scenario-based exercises.	Medium	Ongoing	Training Division	



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10	Develop a bid-back system that prioritizes personnel with technical rescue training to be placed at stations that deliver these services to the city as a means of efficiently training for deployment	This system is built into our current annual redraw. Some positions require certain skill sets to select per Local 82 union contract.	Medium	Ongoing	Training Division	Under the direction of the Assistant Chief of Operations
12	The department should determine the appropriate level of initial hazardous materials training for all personnel	All MFD personnel are trained to a minimum standard of a hazmat technician in accordance with NFPA 472.	Medium	Ongoing	Training Division	Under the direction of the Assistant Chief of Operations
13	The department should work with the city to ensure that proper funding is applied to the hazardous materials program based on the level of commitment to that function	The MFD works with the Office of Emergency Management to maintain sustainable funding through the grant process in support of the hazmat team.	High	Ongoing	Assistant Chief of Operations	The MFD haz mat team has sustainable funding over the next three years.
14	Continue the development of training lesson plans	MFD has Lesson plans in place to meet the demands of new technology and equipment.	Low			Continue review to ensure lesson plans are current and aligned with operational procedures.
15	Offer a chief officer program and develop future leadership for the department	The MFD succession plan outlines the development of future leaders at each rank of the department.	High	Ongoing	Fire Chief/Training Chief	The department has expanded training opportunities for future leadership development.
16	Increase the inspection capabilities and frequency of all high, medium and low risk occupancies by using appropriate census data	To be determined. The MFD will be completed with all required inspections by the end of the third quarter 2012.	High		The Fire Marshal	
	Priority 4 - Enhances the Delivery of a Service					



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17	The department should implement a formal personnel recruitment and retention program that can assist in mitigating the attrition the department is experiencing	The MFD has a committee group to develop a new recruitment, hiring and retention plan for the future.	High		Assistant Chief of Planning and Administration	Working in coordination with HRG.
18	The formal succession plan that is currently in place should be utilized more fully to ensure that a leadership vacuum is not realized in the very near future	The MFD succession plan outlines the development of future leaders at each rank of the department.	High	Ongoing	Fire Chief/Assistant Chiefs/HRG	
19	The department should develop strict and formal guidelines for the appointment of personnel to administrative support positions based on a minimum set of requirements and standards	The MFD has an appointment process in place to be utilized at the discretion of the Fire Chief.	High	Ongoing	Fire Chief	
20	Evaluate funding options to maintain a 15 year life cycle for MFD apparatus	The MFD has a 15 year vehicle replacement schedule in place.	High	Completed	Engineering Officer/Fleet Division	By the end of 2012, MFD will have received 8 new pumpers.
21	Include capital equipment in vehicle replacement cost estimates	To be determined by the Finance Department	Low		MFD Finance Director	Doesn't match current City model
22	Complete development of the AMP (asset management plan)	The MFD has standard inventory processes in place.	Low	Ongoing		
23	Aggregate like item equipment purchases with a total value of \$5,000 or more and include in the department's asset management plan	The MFD has standard inventory processes in place.	Low	Ongoing		
24	MFD should seek involvement with the Hennepin County EMS Council and request an active seat within the group	Ongoing	Low	Ongoing	EMS Training	



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25	MFD should ensure that the department's occupational health and CISD functions are maintained	The MFD has a full time CISD position within the department which is used by MFD personnel.	High	2012	Ongoing	The CISD position will be delivering a training module identifying the effects and impacts of addiction
26	Evaluate the effectiveness of maintaining powered hydraulic tools on the engine companies	All Hydraulic tools have been replaced through grant funding received in 2012.	Low	2012	Completed	Completed full replacement in 2012
27	Upon completion of an equipment inventory and determination of future deployment commitment, the department should condense resources to fewer locations and specialize those resources appropriately	After the completion of the apparatus bays located at the EOTF specialized apparatus will be centrally located to minimize the effect on future deployment commitments.	High	2012		construction scheduled for completion in early 2013
28	Continue to research fire service best practices to ensure training program remains up to date and relevant	Ongoing	High		Training Division	
29	Continue the development of a comprehensive Urban Search and Rescue (USAR) training ground	This is a joint effort of state and regional funds.	High		Training Division	
30	Continue the development of a video conferencing system	Ongoing and subject to the availability of funds.	Low			
31	Evaluate options to increase revenue and manage costs to ensure the training program is adequate in current and future budget climates	Review lease agreement and cost recovery associated with those agreements.	High	Ongoing	Training Division/Finance	Lease agreements have been updated and cost recovery model reviewed.
32	Ensure that all training objectives and measurements are clearly defined, distributed and understood	Ongoing based on national and state standards.	High	Ongoing	Training Division	



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33	Document an inventory of all training equipment, materials and supplies	Ongoing	High	Ongoing	Training Division	
34	Ensure the checkout procedure is compatible with inventory system	Ongoing	Low	Ongoing		
35	Develop a Risk-Based Community Assessment Standard and incorporate into ordinance as a means of ensuring community safety	Ongoing	High			
36	Establish a process for identifying and measuring the Community Risk Level for the purpose of development of both short term and long term service delivery requirements	Ongoing at the state and local level	High	Ongoing		
Priority 5 - A Good Thing to Do						
37	The city should work with all department heads to understand the rationale for centralization of work and the reason for the allocation of costs	Completed through monthly meeting schedule.	High	Ongoing	Fire Administration	
38	The department head needs to ensure that all department personnel understand that the assets are the responsibility of the department and that they must be treated as if they own them		High	Ongoing	Fire Chief	
39	Elected officials should be periodic attendees at labor-management meetings to ensure continuity of communications	Elected officials are welcome to attend labor management meetings.	High	Ongoing	Fire Chief/Local 82 President	



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40	Develop a fee schedule supported by city ordinance to bill technical rescue events, such as vehicle extrications and hazardous materials incidents	Cost recovery models have been drafted for consideration for future implementation.	High	Ongoing	Fire Chief	For false alarms and haz mat responses
41	Consider a vehicle/machinery program delivered by MFD instructors to all recruits after completing their initial fire training	Ongoing	High	Ongoing	Training Division	The MFD has vehicle training program in place.
42	The city should work with all department heads to understand the rationale for centralization of work and the reason for the allocation of costs	N/A	High	Ongoing	City	